

SFA Financial Management System (FMS) Project
Contract Status Report (Monthly)
October 25, 1999 – December 3, 1999

I. Progress against Planned Tasks (10/25/99 - 12/3/99)

Planned Tasks	Results
<ul style="list-style-type: none"> Complete SFA Financial Management System (FMS) project executive presentation and plan. 	<ul style="list-style-type: none"> Developed Executive Presentation, detailing Objectives, Proposed Approach and Success Factors for project. Introduced key team members and received approval to proceed with project based on the executive presentation. Delivered and received acceptance on Microsoft Project Workplan from Linda Paulsen. Updated project workplan to incorporate Core Team, CFO and CIO comments.
<ul style="list-style-type: none"> Conduct various business capabilities working sessions for validating the Concept of Operations Reviewed existing documentation and requirements (e.g., Modernization Blueprint, JFMIP requirements) 	<ul style="list-style-type: none"> Scheduled and conducted business capabilities working sessions to discuss and validate requirements for the following Financial Management System capabilities: <ul style="list-style-type: none"> ➤ General Ledger management ➤ Budget Analysis and Development ➤ Payment management ➤ Receipt management ➤ Cost management ➤ Funding management ➤ Loan Portfolio management Scheduled and conducted working sessions to discuss and validate requirements for the following Program areas: <ul style="list-style-type: none"> ➤ Direct Loan (Direct Loan Consolidation, Loan Origination, Loan Servicing, Debt Collection) ➤ Pell Grants ➤ FFELP ➤ LEAPP ➤ Campus-Based Prepared interview questions for use in working sessions. Gained in depth knowledge on current system and process environment .
<ul style="list-style-type: none"> Develop AS-IS financial flows and documentation. 	<ul style="list-style-type: none"> Based on working sessions (above), identified common processes across SFA programs. Consolidated cross-program process information.
<ul style="list-style-type: none"> Conduct “TO-BE” analysis and document findings 	<ul style="list-style-type: none"> Documented business capabilities working session (above) results. Documented Core Team understanding of the initial SFA “TO-BE” process functions.
<ul style="list-style-type: none"> Develop deliverable for Validating the of Concept of Operations 	<ul style="list-style-type: none"> Worked with Core Team to finalize deliverable table of contents/storyboard. Developed initial findings and analysis for final deliverable. Reviewed deliverable with Core Team members and project sponsor (Linda Paulsen). Conducted multiple iterations of review and revisions.

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Planned Tasks	Results
	<ul style="list-style-type: none"> • Submitted final Validation task deliverable consisting of: <ul style="list-style-type: none"> ➤ Executive Summary ➤ Concept of Operations ➤ Appendix (Program Process & Commonality, Glossary of Terms) ➤ Monthly Report.
<ul style="list-style-type: none"> • Identify key members of Integrated Product Team (core team members, steering committee participants) 	<ul style="list-style-type: none"> • Finalized FMS IPT (core team members, steering committee participants, advisory members).
<ul style="list-style-type: none"> • Begin planning for Design Phase 	<ul style="list-style-type: none"> • Initiated planning activities for kick off meeting (schedule meeting, determine participants, determine objectives, develop presentation).

II. Activities Planned for Next Period (12/6/99 – 1/4/00)

Planned Activities
<ul style="list-style-type: none"> • Review and revise workplan for FMS Conceptual Design task. • Finalize Conceptual Design phase startup activities (formal issue tracking database, confirm new resources, assign project team members task role/responsibilities, establish LAN library for project working documents). • Conduct formal project kickoff with Core Team members and Steering Committee. • Train Core team on Oracle applications & capabilities. • Finalize project library including documentation on existing processes and technology. • Develop Conceptual Design task templates/story board for deliverable. • Work with PMO to coordinate with other initiatives (e.g., scope, inter-dependencies). • Establish and initiate approach for gathering requirements and preparing for Conference Room Pilots.

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III. Issues Needing Management Attention (as of 12/3/99)

The following section is intended to inform management and team members about project risk areas and their potential consequences. Risks are evaluated in terms of their potential impact on meeting the target completion date (**schedule**), increasing project costs (**cost**), and/or decreasing quality of deliverables (**quality**).

RISK	SYMPTOMS	RESPONSES	Severity of Impact	Probability of Occurrence	Ability to Control	DATE Reduced by 50%	DATE Complete	Resp
1. Project schedule dates will be missed for Conceptual Design phase currently scheduled for December 6 th start date	<ul style="list-style-type: none"> Contract not approved/signed between Andersen Consulting and Oracle as of 12/3/99 	<ul style="list-style-type: none"> 	High	High	Med			Contract team

V. Progress against Schedule

Please see the attached Microsoft Project Workplan.

VI. Resource Status

Current Contractor Resources - FMS Team

NAME	ORG'N
Aldridge, Cynthia	AC
Dowling, Scott	AC
Elkin, Talia	AC
Shuman, Bruce	AC
Beck, Tom	Oracle
McCann, Brian	Oracle
Jordan, Sherri	Oracle
Toffey, Anne	Oracle
Lohr, Pat	Oracle
Devereaux, James	Oracle